Victoria
LEARNING SYSTEMS

WORKING TOGETHER
PACKAGE

$$E = MC^2$$

a ē B

APPLE 5.25"
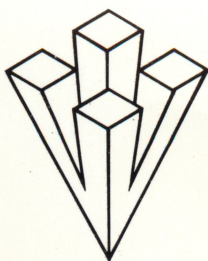
Victoria
LEARNING SYSTEMS

THE WORK AND CAREER SERIES

WORKING TOGETHER

1 COMMUNICATING ON THE JOB

2 JOB ATTITUDE

3 WORKING WITH OTHERS REVIEW

$E = MC^2$

Work and Career Series

Work and Career Series

Table of Contents

Work and Career Series

Purpose of Series

Designed for older students reading on a fifth- to seventh-grade reading level, this 23-disk series of highly interactive tutorials makes learning about the world of work an enjoyable experience. Students become better prepared to enter the work force as they gain knowledge about selecting and training for a career, utilizing job information sources when looking for employment, applying and interviewing for a job, maintaining a job, communicating on the job, and understanding Equal Employment Opportunity (EEO) practices. Students can evaluate their own learning through self-testing by answering multiple-choice and matching questions scattered throughout the tutorial. Many opportunities for review, drill, and practice are included in the series.

Contents of Series

Applying For A Job
Applying For A Job Tutorial
Applying For a Job Reivew

Interviews
Preparing For An Interview
Interviewing For A Job (2 disks)
Job Interviews Review

Performance On The Job
Work Attitude
Getting Ahead
Job Performance Review

Working Together
Communication On The Job
Job Attitude
Working With Others Review

Job Information
Job Information Tutorial (2 disks)
Sources Of Job Information

Planning Your Career
Self-Evaluation
You And Your Career Review

Equal Employment Opportunity
EEO-Who Is Covered?
EEO-What Are The Requirements?
EEO-Filing A Complaint
EEO-Review

Career Education
Studying For A Career
Instructional Facilities Review

Apple Operating Instructions

NOTE: The software you have purchased is sold for use on only one computer at a time. Use of this software on a network violates copyright law. In order to use this software on a network, you must contact your vendor or Queue, Inc. and obtain a contract sighted by Queue. Pricing depends on the number of computers which will be on the network.

STARTING THE PROGRAM
1. Insert the disk into the disk drive and turn on the computer. If you are using an Apple IIe, IIc, or IIGS, make sure the CAPS LOCK key is down.

2. When the second of two title screens appears, press any key to continue as soon as the small square cursor appears.

3. When prompted, type in your name. If you make a mistake, backspace with the left arrow key and retype your name. Press RETURN to continue.

4. If your program has a management system, it will ask: "Is this the first time you have used this disk? (Y/N)." Press Y for Yes, and the program will automatically display the menu screen.

5. If you have used this disk before and have answered N for No to the previous question, the system may ask you again for your name. This happens because the name you entered cannot be found on the disk. The computer will say, "You must type your name exactly as when we first met." Press any key and enter your name again. Make sure the CAPS LOCK key is down.

6. The list of lesson modules available on this disk should now appear. Type in the number of the lesson you want and press RETURN to start the lesson.

RUNNING A LESSON
The computer will display a passage of text. Below each passage will be a question, followed by several choices, one of which correctly answers the question or completes the idea contained in it. You should type the **letter** (not the phrase itself) of the correct answer. You do not need to hit RETURN. The program will automatically accept your response. If your answer is correct, the word

CORRECT will appear at the bottom of the screen. If your answer is incorrect, the program will offer a complete explanation of the correct answer. You do not have the option of answering the question a second time. Press any key to proceed to the next question.

ENDING A LESSON
To exit from a lesson before completing it, press the ESCAPE key (ESC) instead of entering an answer. ESCAPE will not work if it is pressed when the small square prompt appears. When you exit or complete a lesson, you will see a summary of your scores for that lesson. Press any key to return to the title screen and main menu.

The program now asks you if you wish to start another lesson. If you answer Y for Yes, you will be prompted to type a lesson number, and the new lesson will start. If you answer N for No, you will exit the program.

For programs with the optional management system, your place in the lesson will be saved if you did not complete it. You may resume that lesson the next time you use the program, or you may choose to work on another lesson at the next sitting.

NOTE: If at any point in a module you do not receive feedback to an answer you have typed in, press the ESCAPE key. This will bring you back to the program's title screen. Then press any key. The message "Your name, please" will appear. Type **RESTORE** instead of typing your name. Then hit RETURN. At that point, **enter any module number other than the one in which you were previously working.** Press the ESCAPE key before you enter the first answer. Then press any key twice. You may now continue working in the module.

Apple Management System Instructions

NOTE: Unless you specified with your order that you wanted the management system, your program will not include the management system described below. If you would like to add a management system to your disk, return it to Queue, Inc. The charge for adding management is $10.00 per disk.

If you do have a management system, the program will ask: "Is this the first time you have used this disk?" after you enter your name. If you do not have a management system, this question will not

appear.

In order for the management system to work properly, the disk must not be write-protected. Do not put a write-protect tab on the disk.

STUDENT USE
Students interact with the management system only when they enter names which do not appear on the file or when they restart the program after exiting from a lesson before completing it.

*   Remind students to enter their names exactly the same way each time they use the program. If a student enters her name as KATE one day and as KATHERINE the next, the management system will list her as two different people.

*   When a student resumes the program after using ESCAPE to exit from a lesson, the unfinished lesson module will be high- lighted on the menu. The program will suggest that the student work on that lesson. If the student selects the highlighted module, the lesson will resume where the student left off.

*   Another module may be selected instead, but the system will not continue to hold the student's place in the unfinished module. The student will have to restart that module when he or she returns to it.

TEACHER USE
Teachers must load the management system in order to see the students' records. To load the management system, follow the directions below.

At any point before or after a lesson module:

Apple II and II+ Users: While holding down the CONTROL key, press down both the SHIFT and the M keys. Release the keys when the message LOADING MANAGEMENT SYSTEM appears on the screen.

Apple IIe, IIc, and IIGS Users: While holding down the CONTROL key, press down the right bracket ( ]) key. Release the key when the message LOADING MANAGEMENT SYSTEM appears on the screen.

When the red disk drive light goes off, the following management system menu will be displayed:

MICROTUTOR II
MANAGEMENT SYSTEM
—STUDENT RECORDS—
YOU MAY CHANGE DISKS NOW
(1) ALL STUDENT RECORDS TO SCREEN
    (SHIFT - 1 FOR HARD COPY)
(2) INDIVIDUAL RECORDS TO SCREEN
    (SHIFT - 2 FOR HARD COPY)
(3) ERASE ALL STUDENT RECORDS
(4) ERASE INDIVIDUAL RECORD
(5) CUSTOMIZE SYSTEM
(6) RETURN TO TUTOR

Type the number of the desired option:

(1) ALL STUDENT RECORDS TO SCREEN
    (SHIFT-1 FOR HARD COPY)
This option allows you to see the score tables for all the students in the file. Proceed from one screen to the next by pressing RETURN when prompted. Individual score tables are displayed in the order in which the students entered their names in the system. To print out all the records, press the (1) key while holding down the SHIFT key. The program will ask: "Is the printer on and connected properly? (Y/N)." Make sure that the printer is on before pressing Y. Press N to return to the man-agement system menu.

(2) INDIVIDUAL RECORDS TO SCREEN
    (SHIFT-2 FOR HARD COPY)
This option allows you to see the score table for an individual student in the file. Individual score tables are displayed in the order in which the students entered their names in the system. To print out a record, press the (2) key while holding down the SHIFT key. The program will ask: "Is the printer on and connected properly? (Y/N)." Make sure that the printer is on before pressing Y. Press N to return to the management system menu.

(3) ERASE ALL STUDENT RECORDS
This option clears all names and scores from the management

system. The management system can hold only ten students' records. If an eleventh student tries to enter his or her name, a DISK FULL message will appear. You must then record or print out the current records, if desired, and then erase them from the disk to clear the management system. Typing 3 will display CONFIRM ERASE ALL STUDENT RECORDS? (Y/N). Type **N** for No to change your mind and select a different option. Type **Y** to erase all records.

(4) ERASE INDIVIDUAL RECORD
This option clears an individual student's name and score from the management system. Typing 4 will display CONFIRM ERASE INDIVIDUAL RECORD? (Y/N). Type **N** for No to change your mind and select a different option. Type **Y** to erase a record.

(5) CUSTOMIZE SYSTEM
Queue does not offer technical support for disk customization.

(6) RETURN TO TUTOR
This option loads the tutorial program.

SCORING TABLE DESCRIPTION
The table that displays a student's scores looks like this:

1. TED BROWN

PERCENT CORRECT BY TOPIC

MODULE: # ITEMS	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
L45: 19				53				
L15: 17	65							
L35: 14			29					
L55: 5					80			
L55: 10					100			

TOPICS NEEDING
INSTRUCTION: *   *   *   *   *
PRESS RETURN KEY TO PROCEED

Ted is the first student who used this disk.   The code numbers of the modules Ted worked on, in the order in which he selected them, are listed vertically below the MODULE: # ITEMS title.   Next to the module number is the number of questions Ted completed in that

module. L55 is listed twice because Ted exited that module after completing 5 questions; he then went back to do 10 more questions. The score for each attempt is listed separately.

Ted's percentage scores for the modules he attempted are listed under the columns (1-8) that correspond to the first digits in the module codes. For instance, when Ted worked on either L10 or L15, his score would be under Column 1 of the PERCENT CORRECT BY TOPIC heading. His scores for modules L30 and L35 would be under Column 3.

TOPICS NEEDING INSTRUCTION indicates the numerical range of module codes on the disk. Most programs using this management system use the following module codes: L10, L15, L20, L25, L30, L35, L40, L45, L50, and L55. Therefore, there will usually be asterisks under columns 1 through 5. This allows you to see whether or not a student has worked in all modules without consulting the module codes in the main menu. If a percentage score appears above an asterisk, the student has worked in that section of the program.

Macintosh Operating Instructions

NOTE: The software you have purchased is sold for use on only one computer at a time. Use of this software on a network violates copyright law. In order to use this software on a network, you must contact your vendor or Queue, Inc. and obtain a contract sighted by Queue. Pricing depends on the number of computers which will be on the network.

STARTING THE PROGRAM
1. To start the program, use the mouse to position the pointer on the startup icon. Then "double-click" the startup icon by quickly pressing and releasing the mouse button twice.

2. The Queue title screen will appear. Type in your name. If you make a mistake, use the backspace (or delete) key to erase. Press the RETURN key to enter your name.

3. Select a lesson module from the menu by clicking on the title. If you change your mind, select another module. Click OPEN to proceed.

RUNNING A LESSON

Answering Questions
- Multiple-choice questions can be answered by typing the letter of your answer choice and pressing RETURN. Correct typing errors with the backspace (or delete) key before you press RETURN. The program accepts both upper- and lower-case letters.

- Press RETURN (or any key) or click the mouse button to go on to the next question.

General Directions
- Commands and buttons are available only when they have not been dimmed.

- Select QUIT from the file menu to exit from a lesson before finishing it.

- When the score screen is displayed at the end of a lesson, click CONTINUE to return to the program menu or QUIT to return to the "desktop" screen.

- To eject a disk, QUIT to the desktop screen, pull down the File menu and select the Eject option.

THE MENU BAR
During a lesson, three menus are available from the menu bar at the top of the screen. To see a menu, click the mouse on the option you want. Then drag the mouse down and release the button to select one of the items from the menu.

1. **Apple Menu**
   The options available under the **Apple Menu** vary with the model you are using. Consult your Macintosh manual for more information.

2. **File Menu**
   Quit ends the program. If the student has not answered a question, the program goes immediately to the Desktop. If a question has been answered, a score screen is presented, and the student may choose to continue the program by clicking on the CONTINUE button. CONTINUE takes the student to the program menu.

3. **Help Menu**
   This option lists the title of each available help screen. When the student has finished reading a help screen, clicking on the

CONTINUE button will return the student to the program.

4. **Report**
   Show Score shows the student the number of questions that
   have been answered in that module and how many of those
   questions were answered correctly on the first try.

   Show Time shows how long the student has been working on
   the current module.

Macintosh Management System Instructions

The management system automatically saves all student scores to
disk. To enter the management system, double-click on the icon
labeled Class Management System.

SUGGESTION: You may want to copy the CLASS MANAGEMENT
SYSTEM (CMS) to a separate disk to prevent students from access-
ing the management system. After you copy the management
system, drag the CMS icon to the trash from your program disk.
Remember that to access the student records, the student files must
be on the same disk or in the same folder as the CMS. Therefore,
you will also have to copy the student files to the separate manage-
ment disk you have created.

A menu is presented showing all of the files in that window that
contain student scores. Choose one of the files to view. You will
then see each module title that the student worked on, the number of
questions in that module, the number of questions the student
answered correctly on the first try, the percent score, and the total
questions and scores for all of the modules the student worked on.

The PRINT button sends the information to the printer. Be certain
that a printer is connected to the appropriate port (printer or serial)
and that it is on. Also, be certain that the correct driver file
(Imagewriter, Laserwriter, etc.) has been chosen from the
CHOOSER on the Apple menu before you choose PRINT.

The ANOTHER button returns the user to the menu so that another
student file can be chosen for display.

The QUIT button ends the management program and returns the
user to the Desktop.

SUPPORT

If you have any questions or problems, call Queue, Inc. at 1-800-232-2224 (in Connecticut, Alaska and Canada call 203-335-0908). Defective disks will be replaced free of charge up to 180 days after invoice date. Disks damaged after 180 days may be replaced at $10.00 for the first disk and $5.00 for each additional disk in a program. Mail the damaged disk(s) and appropriate payment to Queue at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available at $10.00 for the first disk and $5.00 for each additional disk in a program. Customers are limited to one backup disk for each disk purchased. **Backup disks are for archival purposes only.**

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and finger prints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.